



Who we are and what we do:

The division of Regulatory Boards is comprised of twenty-six professional boards, programs and commissions that regulate over 230,000 Tennesseans in their professions and businesses. Each program is empowered to license members of their profession, ensure compliance through education, and take disciplinary action, as necessary.

How you make a difference in this role:

The Executive Admin Assistant 1 reports to the Assistant Commissioner and serves on the Administrative team responsible for supporting the Executive Directors for the division. The position is largely responsible for supporting the mission and vision of the Agency and ensuring that the division is meeting or exceeding its strategic goals.

**Executive Admin Assistant 1
Regulatory Boards Division
Tennessee Department of Commerce & Insurance
500 James Robertson Pkwy, Nashville, TN 37243
Monthly Salary: \$3,229-\$5,812**

Key Responsibilities:

- Oversees divisional goals and works with Executive Directors to ensure each program is on target to meet expected outcomes
- Oversees the Regulatory Boards budget, ensuring self-sufficiency and equitable distribution of costs for the programs
- Supervises members of the Administrative team
- Provides personnel support to the Assistant Commissioner, including review of performance management documents, establishing professional learning and development, and ensuring quality customer service
- Provide prompt and professional support to Assistant Commissioner and Executive Directors for administrative projects and requests including but not limited to, reviewing and revising administrative processes for efficiency, responding to legislative and Comptroller requests, and developing standard operating procedures
- Develops outreach and communication guidelines that align with the Department's strategic plan, working with the Department's Communication team as appropriate
- Collaborates with the Governor's office to provide support for vetting and onboarding new board and commission members
- Serves on the hiring panel for all Regulatory Boards staff

Minimum Qualifications:

Graduated from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, or other degrees that could support the position.

Required Experience:

At least 5 years of administrative experience demonstrating increased responsibility. Management and accounting experience preferred.

To apply:

Please submit your resume and cover letter to Toby.Compton@tn.gov by 11/5/19.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.